



# **TASK ORDER (TO)**

## **47QFCA20F0028**

### **U.S. Army Rapid Equipping Force Mission Support**

in support of:

### **U.S. Army Research Lab (ARL) - Advanced Prototype and Experimentation (APEX)**



Issued to:

**Booz Allen Hamilton (BAH), Contract Number GS00Q14OADU108**

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## **C.1 BACKGROUND**

The United States (U.S.) Army Research Laboratory (ARL) was activated in 1992. The Army Research Laboratory is an element of the U.S. Army Combat Capabilities Development Command (DEVCOM). As the Army's corporate research laboratory, ARL discovers, innovates and transitions science and technology to ensure dominant strategic land power. Through collaboration across the command's core technical competencies, DEVCOM leads in the discovery, development and delivery of the technology-based capabilities required to make Soldiers more lethal to win our nation's wars and come home safely. DEVCOM is a major subordinate command of the U.S. Army Futures Command. DEVCOM is the Army's sole fundamental research laboratory focused on cutting-edge scientific discovery, technological innovation, and transition of knowledge products that offer incredible potential to improve the Army's chances of surviving and winning any future conflicts.

DEVCOM continuously identifies emerging technology and provides ongoing assessment of the operational needs of DOD forces deployed globally. DEVCOM staff uses a documented process to seek solutions and evaluate them to determine if they potentially provide the required capability.

This TO is transitioned from the U.S. Army Rapid Equipping Force (REF), the former Requiring Activity, to ARL DEVCOM. As a result, ARL DEVCOM has subsumed responsibility of this TO as the Requiring Activity. This transition does not constitute a substantial alteration to the scope of work.

### **C.1.1 PURPOSE**

The purpose of this TO is to provide professional services support for research and analysis, outreach, and program management, as well as operations management, training, logistics, and solutions management to meet the urgent requirements of U.S. Army forces deployed globally. DEVCOM's core mission is serving as the Army's sole fundamental research laboratory focused on cutting-edge scientific discovery, technological innovation, and transition of knowledge products that offer incredible potential to improve the Army's chances of surviving and winning any future conflicts. To fulfill its mission, ARL relies on a substantial level of enterprise-wide contractor support to address warfighter requirements. The services provided by this TO will allow the DEVCOM to continuously identify emerging technology and provide ongoing assessment of the operational needs of DOD forces deployed globally. The contractor shall also be responsible for assisting DEVCOM in searching for existing technology in the commercial marketplace (national or international) or from Government organizations that can be used "as is" or easily modified for the identified need in order to equip specific Army units in theater. In addition, the contractor shall provide DEVCOM with support to test, modify, procure, and supply the equipment or products to U.S. Army forces deployed globally.

Purchasing of weapons systems is not within scope of this TO. Use of weapons systems, other than as it relates to the analytical and technical support described in Section C, is not within scope of this TO.

## **C.2 SCOPE**

The scope of this TO is to support equipping the warfighter with immediate solutions in response

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to urgent challenges faced by U.S. Army Forces and mission partners. This support shall include the activities related to and in support of program management support, outreach support, research and analytical support, operations management, training support, logistics and sustainment management, and solutions management. Performance of services will be at multiple locations in the Continental United States (CONUS) and Outside the Continental United States (OCONUS) including, but not limited to, the locations identified in Section F. Extensive CONUS and OCONUS travel is expected.

### **C.3 CURRENT ENVIRONMENT**

The U.S. Army Combat Capabilities Development Command (DEVCOM) Army Research Laboratory is the Army's corporate research laboratory strategically placed under the Army Futures Command. DEVCOM is the Army's sole fundamental research laboratory focused on cutting-edge scientific discovery, technological innovation, and transition of knowledge products that offer incredible potential to improve the Army's chances of surviving and winning any future conflicts. As the nation's premier laboratory for land forces, the U.S. Army Combat Capabilities Development Command (DEVCOM) Army Research Laboratory conducts foundational research in support of U.S. Army Modernization and is focused on disruptive science and technology for the long term, performing research to answer the hardest science and technology (S&T) questions for future Army capabilities. This research is based on seven foundational research competencies as well as ten Essential Research Programs. To be successful DEVCOM develops partnerships across the Government, industry, and academia to innovate while maintaining its mission.

### **C.4 OBJECTIVES**

The objectives of this TO are to:

- a. Provide agile, innovative, and cost-efficient support to DEVCOM to fulfill its mission of identifying and performing transformational research to meet Army Modernization Priorities and meet immediate and future warfighter needs
- b. Enhance the synergies between DEVCOM and other DOD Labs and COCOMS to keep pace in meeting the demand for warfighter solutions through innovation and emerging technologies.
- c. Streamline DEVCOM's administrative support processes and procedures through modernized and cost-effective techniques.
- d. Continue to empower the DOD at the grassroots level through effective, efficient, and modernized techniques.
- e. Be a key leader in advising and informing materiel development for the future force.

### **C.5 TASKS**

The contractor shall perform the following tasks in support of this TO.

- a. Task 1 – Provide Program Management
- b. Task 2 – Transition Support
- c. Task 3 – Solutions Support
- d. Task 4 – Integrated Logistics Support
- e. Task 5 – Operations Support

- f. Task 6 – Organizational Support
- g. Task 7 – Emergent Project Support (Optional)

### **C.5.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS).

#### **C.5.1.1 SUBTASK 1 – ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for DEVCOM via a secure data collection site, the Enterprise Contractor Manpower Reporting Application (ECMRA). The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the support desk at: <http://www.ecmra.mil/>.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

#### **C.5.1.2 SUBTASK 2 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting at the location approved by the Government (Section F, Deliverable 02). The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, the DEVCOM Technical Point of Contact (TPOC), representatives from the directorates, other relevant Government personnel, and the FEDSIM Contracting Officer's Representative (COR).

At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (Section F, Deliverable 01) for review and approval by the FEDSIM COR and the DEVCOM TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Points of Contact (POCs) for all parties.
- b. Personnel discussion (i.e., roles and responsibilities and lines of communication between contractor and Government).
- c. Project Staffing Plan and status.

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- d. Transition-In Plan (Section F, Deliverable 14) and discussion.
- e. Security discussion and requirements (i.e., building access, badges, Common Access Cards (CACs)).
- f. Invoicing and financial tracking requirements.
- g. Baseline Quality Management Plan (QMP) (Section F, Deliverable 11).
- h. Process to administer and execute Technical Direction Plans (TDPs) and Technical Direction Letters (TDLs)
- i. Status and process of the following OCONUS Special Requirements: Theater Business Clearance (TBC), Letters of Authorization (LOA), Government-Furnished Life Support Validation (GFLSV), Updated Mission-Essential Contractor Services Plan (Section F, Deliverable 33), Synchronized Pre-deployment and Operational Tracker (SPOT), Technical Expert Status Accreditation (TESA), and Status of Forces Agreement (SOFA).

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting, and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide a Kick-Off Meeting Minutes Report (Section F, Deliverable 03) documenting the Kick-Off Meeting discussion and capturing any action items.

### **C.5.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor shall develop and provide an MSR (Section F, Deliverable 04) in accordance with Section J, Attachment F. The MSR shall include the following:

- a. Activities during the reporting period, by task/TDL (include ongoing activities, new activities, and activities completed, and progress to date on all above-mentioned activities). Each section shall start with a brief description of the task/TDL.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for reporting period).
- g. Cost incurred by CLIN and TDL.
- h. Accumulated invoiced cost for each CLIN up to the previous month.
- i. Projected cost of each CLIN for the current month.
- j. Status of TDPs and TDLs
- k. Details on schedule, staffing levels, and progress of performance.
- l. Details on cost incurred by CLIN (i.e., labor, long-distance travel, materials and equipment, CAF, and ODCs), line of accounting, accumulated invoiced cost for TDP/TDL up to the previous month, and projected cost of each CLIN for current month.
- m. Issues, concerns, and opportunities.

#### **C.5.1.4 SUBTASK 4 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor Program Manager (PM) shall convene a monthly Technical Status Meeting with the DEVCOM TPOC, FEDSIM COR, and other Government stakeholders (Section F, Deliverable 05). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities, such as TDLs/TDPs, and the MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities.

Technical Status Meetings shall be accompanied or augmented by In-Progress Reviews (IPR). The purpose of the IPR is to ensure that the Government has all required information to make decisions, manage stakeholders, and coordinate activities. The IPR meetings will focus primarily on programmatic information including funding, modifications, and performance feedback.

The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR (Section F, Deliverable 06).

#### **C.5.1.5 SUBTASK 5 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a draft PMP (Section F, Deliverable 07) on which the Government will make comments. The final PMP (Section F, Deliverable 08) shall incorporate the Government's comments.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed Standard Operating Procedures (SOPs) for all tasks.
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) with a minimum of three levels and associated responsibilities and partnerships between Government organizations.
  1. The WBS shall identify all technical activities at a level of detail sufficient for the contractor to manage the work.
  2. Each WBS element shall be accompanied by a description and expected result(s).
  3. Each WBS element shall include an estimate of the Level of Effort (LOE) required by labor category and associated cost.
- e. Describe in detail the contractor's approach to risk management under this TO.
- f. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government.
- g. Describe in details the contractor's approach to the management of TDPs and TDLs from inception to closeout.
- h. Describe in detail the contractor's approach for OCONUS special requirements such as TBC, LOAs, GFLSV, SPOT, TESA, and SOFA.

#### **C.5.1.6 SUBTASK 6 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)**

The PMP is an evolutionary document that shall be updated annually at a minimum (Section F,

Deliverable 09). The contractor shall work from the latest Government-approved version of the PMP.

#### **C.5.1.7 SUBTASK 7 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted (Section F, Deliverable 10). The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and POC at travel location. Trip Reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained. At a minimum, Trip Reports shall be prepared with the information provided in Section J, Attachment G.

#### **C.5.1.8 SUBTASK 8 – PREPARE AND UPDATE TECHNICAL DIRECTION PLANS (TDPs)**

TDPs are a means of providing technical guidance on contractual requirements, within the context of the TO. The contractor shall prepare and update TDPs in response to a FEDSIM Contracting Officer (CO) -approved TDL in accordance with Section H.26. The contractor shall tailor the requirements for each TDP. The TDP is an evolutionary document and the contractor shall work from the latest Government-approved version of the TDP.

The TDP shall include:

- a. Project overview.
- b. Project cost estimate (Rough Order of Magnitude (ROM)).
- c. Master Equipment List (MEL)/Bill of Materials (if applicable).
- d. Project schedule including milestones, tasks, and subtasks required in this project.
- e. Project risks and mitigations.
- f. Project staff and resources.
- g. Performance criteria.
- h. Travel considerations.
- i. Project work products deliverables.
- j. Security considerations.
- k. Provide for an overall WBS.
- l. Project transition.
- m. TDP customer feedback participation.

The contractor shall host a Project Kick-Off Meeting for each approved TDL and shall provide a meeting agenda and meeting minutes.

#### **C.5.1.9 SUBTASK 9 – PROVIDE QUALITY MANAGEMENT**

The contractor shall identify and implement its approach for providing and ensuring quality throughout its solution to meet the requirements of the TO. The contractor's QMP shall describe the application of the appropriate methodology (i.e., quality control and/or quality assurance) for accomplishing TO performance expectations and objectives. The QMP shall describe how the appropriate methodology integrates with the Government's requirements.

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The contractor shall provide the baseline QMP (Section F, Deliverable 11) at the Kick-Off Meeting and then provide a final baseline QMP as required in Section F (Section F, Deliverable 12). The contractor shall periodically update the QMP, as required in Section F (Section F, Deliverable 13), as changes in program processes are identified.

### **C.5.2 TASK 2 – TRANSITION SUPPORT**

#### **C.5.2.1 SUBTASK 1 – TRANSITION-IN**

The contractor shall provide a Transition-In Plan (Section F, Deliverable 14) as required in Section F. The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. The contractor shall implement its Transition-In Plan and all transition activities shall be completed 60 calendar days after approval of the Transition-In Plan (Section F, Deliverable 15)

#### **C.5.2.2 SUBTASK 2 – TRANSITION-OUT**

The contractor shall provide transition-out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan within six months of Project Start (PS) (Section F, Deliverable 16). The Government will work with the contractor to finalize the Transition-Out Plan (Section F, Deliverable 17) in accordance with Section E. At a minimum, this Transition-Out Plan shall be reviewed and updated on an annual basis (Section F, Deliverable 18).

Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (Section F, Deliverable 18).

In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes.
- b. POCs.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel.
- g. Schedules and milestones.
- h. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out. The contractor shall implement its Transition-Out Plan NLT three months prior to expiration of the TO.

### **C.5.3 TASK 3 – SOLUTIONS SUPPORT**

The contractor shall provide full lifecycle solutions support, with sustainment typically between one to two years after fielding of innovative technology. Solutions are materiel provided in response to warfighter requirements and are ready to be used in deployed DOD operations.



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Solutions support entails validating requirements, identifying, and deploying an operational piece of equipment that meets the needs of the warfighter outlined in the validated requirement. In broad terms, the contractor shall be responsible for maintaining cost, schedule, and performance constraints outlined in the validated requirements and ensuring that solutions are supported by suitable logistics plans. This support shall include coordinating the identification, testing, assessment, deployment, training, sustainment, disposition, and, in limited instances, fabrication/prototyping of materiel solutions. The contractor shall ensure that requirements gathering and analysis support to validate requirements is conducted independently from the solutions acquisition and equipping support performed to satisfy validated requirements.

Each solution developed for a requesting Unit shall account for the following operational aspects to ensure the solution will meet the Unit's need: Mission, Enemy, Terrain and Weather, Troops and Support Available, Time Available, and Civil Considerations (METT-TC); Tactics, Techniques, and Procedures (TTPs); and Unit Concept of Operations (CONOPS). The contractor shall support requirements analysis to identify performance needs and trade-offs for each solution. This includes the contractor's ability to analyze the performance, compatibility, survivability, vulnerability, and reliability of DEVCOM technologies under consideration for procurement or in development, production, or operation to assess the potential suitability of the solution for an operational environment.

The REF Information Sharing Environment (RISE), a Knowledge Management (KM) system, is a SharePoint-based management tool used to manage various business processes and execute day-to-day operations (Section J, Attachment AA). The contractor shall document all requirements in RISE, including status updates, unit discussions, and other daily requirements-related activities (Section F, Deliverable 19). The contractor shall attend meetings and provide summaries and technical information to representatives of the Army ARL Staff, Army Service Component Command (ASCC), and other agencies on matters pertaining to assigned missions, tasks, and operational support requirements. The contractor shall support briefings and demonstrations as needed, including the preparation of documentation for projects (Section F, Deliverable 20). The contractor shall provide advisement to DEVCOM in regards to policies, processes, strategy, goals, and objectives to better fulfill DEVCOM's mission of providing solutions to warfighter requirements.

### **C.5.3.1 SUBTASK 1 – REQUIREMENTS GATHERING SUPPORT**

The contractor shall conduct requirements gathering in both CONUS and OCONUS locations. Requirements gathered OCONUS shall be forwarded to DEVCOM Adelphi, MD utilizing the 10- liner format (Section F, Deliverable 21). The contractor shall receive and document requirements from CONUS and OCONUS DOD units, as well as DEVCOM entities, in RISE (Section J, Attachment AA). All requirements shall be complete, with clear and descriptive data and resolution of any outstanding issues. The contractor shall verify that all data is accurate and complete and make recommendations to DEVCOM regarding the validity of the requirement.

### **C.5.3.2 SUBTASK 2 – REQUIREMENTS ANALYSIS AND INTEGRATION SUPPORT**

The contractor shall plan, analyze, and manage the technical and administrative functions pertaining to requirements and integrating requirements into the Research Process Primer (Section J, Attachment Z). The contractor shall document and refine requirements and work with the requestors to define capability gaps and articulate them in the 10-liner Format (Section J,

Attachment AB) (Section F, Deliverable 21). This support shall include providing technical and scientific advice concerning requirements and the operational impact of proposed changes in concepts or shifts of emphasis in unit missions (e.g., electronic warfare, biometrics, and energy efficiency). The contractor shall support the development, tracking, and alignment of requirements including analyzing and identifying trends in requirements to facilitate cross DOD requirements integration that align to warfighter functions (Section F, Deliverable 22). The contractor shall synchronize and deconflict DEVCOM requirements with other ongoing DOD research opportunities.

The contractor shall support all solution activities throughout the process, coordinating actions between DEVCOM, units, and external organizations. These coordinating activities shall include the transmission of technical and interpretive information to other staff agencies, and other DOD activities. The contractor shall maintain continuous visibility on all DEVCOM requirements activities in order to assist with needed actions or recommendations and communicate those to the Government. This support shall include compiling requirements data for daily, weekly, and quarterly status reports and briefings within DEVCOM in accordance with Government guidance.

#### **C.5.3.3 SUBTASK 3 – SOLUTIONS SOURCING SUPPORT**

The contractor shall take validated requirements from concept exploration to the identification of potential scientific and technical solutions that satisfy those validated requirements (Section F, Deliverable 23). The contractor shall identify potential scientific and technical solutions through market research and collaborative partnerships with other quick reaction capability entities. The contractor shall provide technical and scientific advice on proposed materiel solutions (e.g., electronic warfare, biometrics, and energy efficiency). The contractor shall provide the cost, schedule, and performance trade-space analysis for potential materiel solutions and coordinate with requesting units to ensure that potential solutions meet the validated requirements (Section F, Deliverables 24 and 25). The contractor shall coordinate with the Government (e.g. Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA (ALT)) counterparts) to identify potential duplication of efforts, utilize existing resources, and exchange information on the procurement of solutions. The contractor shall prepare a comprehensive acquisition strategy for approved materiel solutions. For solutions procured from other sources (e.g., Defense Logistics Agency (DLA), Government Purchase Card, etc.), the contractor shall assist the Government in facilitating contracting actions, including acquisition strategy development, statements of work, cost estimates, and source selection plans.

#### **C.5.3.4 SUBTASK 4 – SOLUTIONS INFORMATION ASSURANCE (IA) AND SPECTRUM SUPPORT**

The contractor shall conduct a full analysis of existing projects to determine if there are IA or radio frequency spectrum management certification requirements (Section F, Deliverable 26). For projects requiring IA or spectrum management certification, the contractor shall support all mission analysis and course of action development meetings to ensure a full understanding of the systems potentially sought by DEVCOM in order to identify all IA or spectrum management certification requirements. As needed, the contractor shall track issuances of IA vulnerability management alerts and reconcile them with all DEVCOM projects with IA requirements. The contractor shall prepare IA documents and make recommendations for completion of all

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requirements. This shall include ensuring all final IA and spectrum management paperwork has been submitted to the appropriate Government entities (e.g., Army Spectrum Management Office (ASMO)), tracking submissions throughout the certification process, and serve as the primary POC throughout the certification process to address questions and resolve problems. The contractor shall enter any system/certification data required into Department of Defense (DoD)/Army IA tracking systems, including the Army Portfolio Management Solution and the Army IA Certification and Accreditation Tracking Database.

### **C.5.3.5 SUBTASK 5 – SOLUTIONS TESTING SUPPORT**

The contractor shall identify and track all DEVCOM projects that require Test and Evaluation (T&E) support in the form of safety, early demonstration, technical feasibility, production qualification, First Article Inspection (FAI), field exercises, and other appropriate testing. The contractor shall make preliminary recommendations on Government test centers, test types, test scope, and resources (Section F, Deliverable 27). Upon DEVCOM TPOC and FEDSIM COR approval, the contractor shall work with the Army Test and Evaluation Command (ATEC) and other agencies as needed (e.g., Public Health Command) to coordinate the testing of materiel solutions in order to ensure the safety of the proposed solution, its performance, and other related issues. This support shall include compiling and submitting all relevant technical data, system specifications, and briefing/reference charts as needed. The contractor shall ensure that ARL projects have a verified capability shortfall, draft CONOPS, and TTP document prior to initiating T&E support. The contractor shall support and coordinate with ATEC and other agencies, including reviews of all ongoing efforts and any problems or deviations encountered with tests schedules, documentation preparation, and delivery that may affect ARL actions.

### **C.5.3.6 SUBTASK 6 – OUTREACH AND EMERGING TECHNOLOGY SUPPORT**

The contractor shall engage with Army and DoD stakeholders (e.g., Army Centers of Excellence, Army exercise and training event coordinators, DoD and National Labs, and foreign military), civilian agencies, academia, and industry to understand their requirements, identify potential solutions, and facilitate the development of capability-based solutions leveraging Commercial Off-the-Shelf and Government Off-the-Shelf technologies wherever possible (Section F, Deliverable 28). This support shall include:

- a. Engaging with Army units preparing for deployment (CONUS and OCONUS) in order to provide briefings of ARL capabilities for addressing warfighter requirements.
- b. Participating in conferences, working groups, vendor meetings and demonstrations, reviewing technical literature and case studies, and monitoring and assessing new technology (interest in Technology Readiness Levels (TRL) 1 thru 7) across Government and industry.
- c. Providing recommendations to the Government on technology investments and solutions development.
- d. Providing analyses of current and future Army capability gaps and assisting in the development of capability-based materiel insertion efforts.
- e. Collaborating with external partners (e.g., industry and academic institutions) for expertise, information sharing, and emerging technologies in support of warfighter solutions.
- f. Monitoring the overall DoD and Army roadmaps for emerging technologies and

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providing recommendations to the Government on how to leverage and complement ongoing efforts at both the strategic and tactical levels.

### **C.5.3.7 SUBTASK 7 – ASSESSMENT SUPPORT**

The contractor shall provide assessment support, as required, to measure the effectiveness of DEVCOM materiel solutions (Section F, Deliverable 29). This support shall include:

- a. Recommending assessment tools, policies, and procedures for incorporating, managing, and measuring the operational effectiveness and suitability of ARL materiel solutions.
- b. Coordinating with deployed ARL operational support teams to plan, gather, and review assessment feedback on equipped projects and oversee data analysis in coordination with project officers in order to support disposition decisions.
- c. Receiving and analyzing assessment feedback on ARL projects and making recommendations to the Government to close projects, transition projects, and/or procure and equip additional systems based on warfighter feedback (Section F, Deliverable 30).
- d. Providing feedback on assessment information, trends, recommendations, and instruction at secure video teleconferences with the ARL Forward Team, ATEC Working Groups, other team meetings, requirement analysis, and internal mission analysis.

### **C.5.3.8 SUBTASK 8 – TRAINING SUPPORT**

The contractor shall provide training for new or existing equipment and/or systems CONUS and OCONUS at locations identified and approved by the Government (e.g., CONUS Combat Training Centers, U.S. Army Forward Operating Bases (FOBs), Contingency Operating Bases (COBs), and unit home stations). The contractor shall coordinate unit home station training to support the warfighter by identifying training requirements and scheduling dates with the units (Section F, Deliverable 31). As required, the contractor shall attend vendor training on new and existing DEVCOM equipment to gain further understanding on purpose, functionality, training requirements, and technical specification of these existing equipment. As required, the Government will coordinate any additional or specialized training on ARL-specific equipment and projects.

### **C.5.4 TASK 4 – INTEGRATED LOGISTICS SUPPORT**

DEVCOM may require contractor support to provide CONUS and OCONUS logistics support and expertise to ARL including facilities management and the accountability, storage, warranty maintenance, transportation, chain of custody, inventory, reconciliation, sustainment (typically for one to two years after equipping), and disposal of ARL property (e.g., equipment and materials).

The contractor shall provide OCONUS logistics support in coordination with Army Field Support Brigades (AFSBs), Sustainment Commands, customers, and end users (Section F.2, – Place of Performance). The contractor shall utilize the Global Combat Support System – Army (GCSS-A) to track ARL property. This support shall include establishing a tracking system for all property received, stored, and issued to customers or end users (Section F, Deliverable 32). The contractor shall conduct quarterly follow-ups on the location of equipment, regardless of its Theater-Provided Equipment (TPE) status. The contractor shall coordinate closely with ARL Forward Teams and Army Materiel Command Asset Visibility entities to ensure proper

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accountability of ARL property distributed to units and to facilitate the turnover to the Army Materiel Command's Stay Behind Equipment (Theater-Provided Equipment) Property Book (Section F, Deliverable 32). The contractor shall provide total asset visibility of ARL property on the U.S. Army Central (ARCENT) or other Major Command equipment database. The contractor shall monitor all ARL equipment provided to units and collect data on the accountability, usage, sustainment, and demilitarization of that equipment, and provide periodic reports as required (Section F, Deliverables 19 and 20).

### **C.5.4.1 SUBTASK 1 – SUPPLY SUPPORT**

The contractor shall provide expertise and advice in developing and maintaining effective and efficient support strategies. This support shall include providing initial and ongoing sustainment of ARL equipment. The contractor shall monitor terms, conditions, and warranties for ARL property and provide timely reports to prevent violations and lapses (Section F, Deliverable 32). The contractor shall maintain a digital library of all operator, maintenance, and training materials. The contractor shall coordinate and review vendor repair quotes and provide recommendations to ensure the Government receives the best possible price and minimizes repair lead times as prescribed by The Army Maintenance Management System (TAMMS).

The contractor shall manage Government-furnished warehouse space for the holding of ARL property and provide vehicle management support in coordination with the appropriate agency for dispatch, fueling, repairs, maintenance, and billing. The contractor shall provide support for receiving, inspecting, labeling, issuing, and storage of property including hazardous materials used in industrial and military operations. This support shall include providing receipt, issue, and inventory reports in formats prescribed by ARL. The contractor shall ensure accountability and visibility of ARL property in Government-furnished automated tools, including GCSS-A, Logistics Integrated Database, WebLOG, BattleWeb, and ARL databases. The contractor shall manage property identification (e.g., line item number, management control number, national stock numbers, etc.) through the U.S. Army Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) and other appropriate databases.

The contractor shall inspect all materials upon receipt for damage and to ensure material safety and product shelf life has not expired. This includes recommending an approach for disposing of ARL property (e.g., continue, discontinue, and transfer) and implementing approved Disposition Plans (Section F, Deliverable 32). The contractor shall manage and/or dispose of hazardous materials including bottled gas (e.g., argon, carbon dioxide, and helium), batteries, solvents, paint, paint stripper, paint thinner, acids, solvents, chemicals, and blast materials in accordance with applicable regulations (e.g. AR 385-10, Army Safety Program; Army Technical Manual 38-410, Storage and Handling of Hazardous Materials).

### **C.5.4.2 SUBTASK 2 – PACKAGE, HANDLING, STORAGE AND TRANSPORTATION**

The contractor shall manage all matters pertaining to cargo movement and storage, motor vehicle control, and operations and maintenance in accordance with the Defense Transportation Regulation 4500.9-R- Part II, Cargo Movement. The contractor shall provide Hazardous Materials Transportation certification, Air Worthiness certification, U.S. Customs Shipper's Export Declaration and other documentation as required and ensure in-transit visibility of ARL property via appropriate use of Government-furnished radio frequency identification tags and automated shipment tracking such as Global Air Transportation Execution Systems (GATES),

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Global Transportation Network (GTN), Integrated Data Environment/Global Transportation Network Convergence, Intelligent Road/Rail Information Server, and shipment tracking through ARL commercial accounts (e.g., DHL, FedEx, and UPS) (Section F, Deliverable 32). The contractor shall provide transportation planning advice to ensure that cargo transportation arrangements are compatible with the project shipping plan and schedule. Transportation shall be arranged to provide the most rapid and timely delivery, distribution, and accountability of ARL property. The contractor shall serve as the liaison with ARL Rear (located at Fort Belvoir) and all Forward Area of Responsibility (AOR) Transportation and Sustainment Management entities.

### **C.5.4.3 SUBTASK 3 – FIELD SERVICE REPRESENTATIVES (FSR) SUPPORT**

The contractor shall have a team of deployed FSRs to provide installation, maintenance, and repair services for new or existing equipment and/or systems on U.S. Army FOB and COBs in accordance with Government guidance (Section F, Deliverable 37). The preferred deployment rotation for FSRs is a minimum of one year. The contractor shall support a wide array of systems to ensure continual operability. The contractor shall maintain an Authorized Stockage List (ASL) and make recommendations for additions, deletions, and/or quantity modifications of ASL items as required in order for receiving units to maintain fully mission-capable equipment.

Establishment of ASLs and additions and deletions will be coordinated and approved by the Government. The contractor shall collect Reliability, Availability, and Maintainability (RAM) data in the ARL-approved management system (e.g. GCSS-A) and provide recommendations to maintain operational readiness.

The contractor shall install and perform Preventive Maintenance Checks and Services (PMCS) on all ARL equipment as part of field maintenance, including fielded equipment and equipment in storage, on a recurring basis. The contractor shall ensure that all equipment meets maintenance standards as specified in applicable technical manuals and manufacturer's operations and repair manuals. The contractor shall conduct joint inspections with the owning unit, prepare DA Form 2404 to record the results of technical inspections, and provide a copy of DA Form 2404 to the owning unit. The contractor shall maintain this information and develop trend data regarding failure and repair of the equipment.

The contractor shall conduct initial inspection and basic troubleshooting of ARL equipment. The inspection provides a basis for forward repair where practicable, recommending evacuation of the item, and determining repair parts requirements. Basic repairs shall be performed by the contractor before defaulting equipment to the pack, wrap and ship option through the Area of Responsibility (AOR) AFSB, or ARL Forward Team. The contractor shall pack, wrap and ship equipment to the Original Equipment Manufacturer (OEM) for repair as required. The contractor shall consider all means available to expeditiously repair ARL equipment and controlled exchange and controlled substitutions shall be coordinated and approved by the ARL Forward Team with the owning unit. The contractor shall ensure Not Mission Capable (NMC) equipment under warranty is shipped to the OEM for repairs or as directed by ARL TPOC to include coordination for Return Materiel Authorization (RMA) number(s).

### **C.5.5 TASK 5 – OPERATIONS SUPPORT**

Operations support shall cover a range of task areas critical to DEVCOM's ability to effectively address warfighter requirements. This includes supporting both OCONUS-focused efforts like deployments and threat intelligence, as well as CONUS-focused support such as security,

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planning and strategic communications, training, IT and communications systems, KM, and IA. The contractor shall coordinate activities and information with Army Staff (e.g., staff for three- and four-star flag officers), Major Commands, DoD agencies, political appointees, members of Congress, and deployed units globally. The contractor shall maintain awareness of U.S. Army operations and policy to both facilitate ARL mission, goals, and objectives and to effectively represent ARL with external entities.

The contractor shall prepare for, participate in, and provide summaries for a range of activities including internal and external meetings, weekly staff calls, and weekly secure video teleconferences. The contractor shall gather product information and requirements documents, track internal and external informational deadlines, provide timely reminders, and officially close completed actions (Section F, Deliverable 20). Additionally, the contractor shall communicate project status and significant activities to ARL and personnel through recurring synchronization meetings, written reports, and database updates (Section F, Deliverable 19). The contractor shall monitor the TRADOC operations to ensure ARL is synchronized with the Army Campaign Plan, Army Staff, and Operational Units. The contractor shall ensure all current and new processes and procedures are followed and clearly documented in SOP format for reference by ARL (Section F, Deliverable 38).

### **C.5.5.1 SUBTASK 1 – DEPLOYMENT SUPPORT**

The contractor shall coordinate deployment activities and processing for ARL personnel. This support shall include the completion of Theater Deployment Plans (Section F, Deliverable 39) as required. Theater Deployment Plans shall be prepared with the information provided in Section J, Attachment AC. Completed plans shall be accurate and delivered within the timeframe specified in the ARL Process Primer (Section J, Attachment Z). The contractor shall coordinate, consolidate, and synchronizes for ARL equipment training prior to deployment, in theater and post deployment assessments. The contractor shall coordinate activities and information dealing with operational unit deployments and Capability Gap requirements across the Army Staff, Army Commands, Army Service Component Commands, and Major Combat Units.

This support shall include coordinating country and theater clearances in the Aircraft and Personnel Automated Clearance System (APACS) and coordinating Common Access Card (CAC) access and LOAs for ARL employees who will deploy.

### **C.5.5.2 SUBTASK 2 – SECURITY SUPPORT**

The contractor shall provide security support to the ARL office, currently located at Fort Belvoir including, maintaining the Joint Personnel Adjudication System (JPAS) database, maintaining key control, conducting in and out security processing, tracking annual security training requirements, tracking Non-secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR) accounts, processing visitor requests, managing safe and door combinations, and maintaining and updating the DEVCOM's security processes and procedures (Section F, Deliverable 40). The contractor shall maintain personnel security files, manage a Security Clearance Access Roster, maintain JPAS to track clearances and investigation dates, initiate periodic reinvestigations for DEVCOM Government employees, report derogatory information, and coordinate for SCI indoctrinations and debriefings.

The contractor shall verify security clearances for visiting personnel as well as submit visitor requests or Permanent Certifications in JPAS for assigned DEVCOM Government personnel

visiting other locations. This support shall include coordinating the necessary actions for security badging for all DEVCOM employees and visitors with the appropriate organizations. The contractor shall maintain a key control register as well as safe and door combination control and changes in accordance with Army Regulation (AR) 380-5.

The contractor shall provide security related training to DEVCOM employees as required (e.g., ensuring all required security training is completed prior to processing NIPR and SIPR accounts, briefing the security portion of the DEVCOM Newcomers Brief monthly or as required). This shall include supporting the preparation of DD Form 254 in accordance with HQDA G2 guidelines to support DEVCOM PM classified contracting operations and providing recommendations on security classification questions and providing an Operations Security (OPSEC) review of DEVCOM articles, photos, and talking points before release.

### **C.5.5.3 SUBTASK 3 – PLANNING AND STRATEGIC COMMUNICATIONS SUPPORT**

The contractor shall support and make recommendations to Government on issues related to DEVCOM's strategic vision, mission statement, goals, and objectives. This support shall include the development, implementation, and maintenance of the strategic plan, strategy map, and organizational metrics (Section F, Deliverable 41). The contractor shall document revisions to DEVCOM's strategic vision, mission statement, goals, and objectives via modifications to the concept plan, Table of Distribution and Allowances (TDA) or General Order as required.

The contractor shall support communicating DEVCOM messages, activities, and accomplishments, including the execution of approved strategic communications plans to ensure the integration and consistency of mission, message, and operational execution across the entire organization (Section F, Deliverable 42).

This support shall include:

- a. Tracking internal and external informational deadlines, providing timely reminders, collecting and packaging information, coordinating organizational responses, and officially closing completed actions.
- b. Coordinating meetings for the process improvement group, working groups, and configuration control boards to include scheduling, agendas, minutes, and executive summaries.
- c. Providing writing, editing, publishing, graphics, illustration, and multi-media support to produce briefings, articles, reports, presentations, media releases, and promotional materials (e.g., brochures, handouts, tri-fold project information sheets, folders, CD-ROMs, and posters), as required.

### **C.5.5.4 SUBTASK 4 – THREAT INTELLIGENCE SUPPORT**

The contractor shall provide analysis of current and projected threat activities, capabilities, and potential future developments from tactical through strategic perspectives to inform and guide DEVCOM initiatives. This support shall include analyzing threat information reports and intelligence summaries, trends, gaps, and methods of operation and provide reports to DEVCOM upon request (Section F, Deliverable 43) as well as, conducting weekly threat update briefing for DEVCOM personnel. The contractor shall assist in mission analysis providing a threat perspective (weather, terrain, and enemy) on proposed DEVCOM initiatives and projects. The



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contractor shall recommend and aid in the preparation of intelligence briefings and updates in order to keep DEVCOM aware of current and emerging threats to troops and the overall global situation. The contractor shall aid in the preparation of white papers and work on special projects as assigned. The contractor shall gather and analyze information and intelligence on OCONUS threat organizations involved in terrorist or insurgent activities.

### **C.5.5.5 SUBTASK 5 – LIAISON SUPPORT**

The contractor shall provide liaison support as required by DEVCOM. The contractor shall serve as the primary POC for DEVCOM with external organizations to facilitate interactions, activities, and the exchange of information. The contractor shall serve as the primary liaison to TRADOC and to Army Futures Command (AFC) elements located at Fort Eustis, attend meetings as necessary, and support DEVCOM leadership meetings with TRADOC and AFC, including briefings, agendas, scheduling, reports, and/or executive summaries (Section F, Deliverable 44). This support shall include monitoring TRADOC and AFC events and organizational changes that may be of interest to DEVCOM leadership or the organization as a whole, notifying DEVCOM, and coordinating participation as necessary. The contractor shall support weekly updates to the Director covering the TRADOC and AFC organizations, priority events, milestones, and calendar information. The contractor shall analyze TRADOC and AFC taskers for organizational impact to DEVCOM including written summaries outlining tasks, required actions, and due dates. This support shall include collecting and appropriately packaging information from internal DEVCOM divisions to ensure TRADOC's and AFC's informational needs are met in a timely manner.

### **C.5.5.6 SUBTASK 6 – INFORMATION SYSTEMS MANAGEMENT SUPPORT**

The contractor shall support DEVCOM's internal IT operations, communications systems, knowledge and data management, IA, and related projects by providing strategic and tactical planning, development, evaluation, implementation, security, configuration, asset management, and maintenance of DEVCOM's IT and communications systems, hardware, software, local area networks, wide area networks, voice communications systems, data communications systems, imaging systems, and office automation systems. The contractor shall serve as liaison for DEVCOM and participate in partnership with the Fort Belvoir Network Enterprise Center (NEC) and the Fort Belvoir Directorate of Information Management (DOIM) to identify major Command, Control, Communications, and Computers (C4) and information management interoperability issues and requirements. This support shall include facilitating communication among FEDSIM, DEVCOM, vendors, and other Army resources such as the TRADOC Chief Information Officer (CIO) G-6, Network Enterprise Technology Command (NETCOM), and the Fort Belvoir NEC. The contractor shall be responsible for coordinating and implementing Army, G-3/5/7, and ASA (ALT) policies and procedures for C4 management. The contractor shall assist in the development, implementation, and evaluation of system security and backup procedures and ensure that all processes and procedures are clearly documented in SOP format for reference by the Government.

The contractor shall operate and manage DEVCOM fixed communications systems, including voice/telephone, telephone bridge calls, and video teleconferencing, both classified and unclassified. The contractor shall operate and manage mobile communications systems, including cellular, wireless, and tablet devices, both classified and unclassified. This support

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shall include maintaining and troubleshooting all mobile and fixed communications systems and related infrastructure. The contractor shall perform communication security functions for all communication devices and systems. The contractor shall advise and assist with communications processes, tools, strategies, and architecture to maximize operational effectiveness and recommend changes to the communications systems, as required. This support shall include analyzing new communications technology and recommending acceptance and integration as appropriate (Section F, Deliverable 45).

The contractor shall support RISE, a KM system. The contractor shall work with other Army resources such as NETCOM, the Fort Belvoir NEC, and the Fort Belvoir DOIM to ensure all KM requirements adhere to Army and DoD regulations. The contractor shall operate and manage RISE including the development of applications, interfaces, and database forms to provide information availability. The contractor shall coordinate with external knowledge sources and integrate them into the organizational knowledge network upon Government request. The contractor shall provide recommendations on the KM process, tools, strategies and architecture to maximize relevant information availability and recommend changes to the KM systems as needed (Section F, Deliverable 46). This support shall include analyzing new technology and recommending acceptance and integration as appropriate.

The contractor shall perform information assurance services to include IASO duties as designated in AR 25–2 “Information Assurance” and report compliance with Army IA policy, guidance, and training requirements per AR 25–2, Information Assurance, and all other appropriate Army guidance. This support shall include facilitating IA requirements between DEVCOM staff and other Army resources such as TRADOC CIO G6, DEVCOM Designated Approval Authority (DAA) and IA Program Manager, NETCOM, the Fort Belvoir NEC, and the Fort Belvoir DOIM. The contractor shall provide recommendations on IA process, tools, strategies, and architecture to maximize relevant information availability.

### **C.5.6 TASK 6 – ORGANIZATIONAL SUPPORT**

The contractor shall provide organizational support to DEVCOM in order to facilitate effective and efficient business management. The contractor shall attend meetings and provide information and recommendations on matters pertaining to DEVCOM’s human resources and administrative functions. The contractor shall prepare agendas, minutes, and other documents as needed for meetings and briefings (Section F, Deliverable 20). Additionally, the contractor shall assist DEVCOM management on organizational structure and process changes needed to implement improvements to DEVCOM’s business management processes (Section F, Deliverable 47).

#### **C.5.6.1 SUBTASK 1 – HUMAN RESOURCES SUPPORT**

The contractor shall support all military and civilian personnel actions and advise DEVCOM on all military and civilian personnel matters. The contractor shall prepare, review, submit, track, update, and report on military and civilian personnel assignments, changes, awards, duty descriptions, badging, readiness, and requisitions (Section F, Deliverable 48). The contractor shall utilize the Electronic Military Personnel Office System (eMILPO), the Electronic Total Officer Personnel Management Information System (eTOPMIS), Enlisted Distribution and Assignment System (EDAS), Force Management System Website (FMSWeb), Evaluation Reporting System (ERS) for Noncommissioned Officer Evaluation Reports (NCOER) and

Officer Evaluation Reports (OER), and relevant DEVCOM databases.

The contractor shall coordinate human resources support activities with the Army Human Resource Command (AHRC), HQDA, Program Executive Office (PEO)-Soldier, U.S. Army Acquisition Support Center (USAASC), and other relevant Government organization. The contractor shall conduct all human resources support in a timely manner to meet internal and external deadlines. The contractor shall proactively recommend and communicate the tasks, approvals, and deadlines needed to conduct human resources support in a timely manner. The contractor shall conduct all human resources support in accordance with relevant Government regulations and TRADOC/DEVCOM guidance.

Human resources support shall also include monitoring AHRC military personnel messages (<https://www.hrc.army.mil/>) pertinent to DEVCOM military personnel and posting them to the DEVCOM website, and/or forwarding them to relevant DEVCOM and DEVCOM military personnel. The contractor shall process and submit Defense Finance and Accounting Service (DFAS) actions and inquiries concerning Army pay and entitlements for all MIL personnel assigned to DEVCOM to the DEVCOM S-1. The contractor shall support DEVCOM's Personnel Asset Inventory and submitting it to the Fort Belvoir Strength Monitor for further processing and approval.

#### **C.5.6.2 SUBTASK 2 – ADMINISTRATIVE SUPPORT**

The contractor shall provide all administrative support for DEVCOM Headquarters, performing and coordinating a wide variety of clerical, office automation, management, and administrative assistance functions (Section F, Deliverable 49). The contractor shall coordinate meetings, conference attendance, and travel requests for DEVCOM personnel. The contractor shall coordinate all aspects of meetings including, but not limited to, passing security clearances, processing visitor requests, and preparing agendas and itineraries. The contractor shall synchronize the Director's calendar and DEVCOM Headquarters' calendar as needed. This support shall also include maintaining a master calendar of DEVCOM activities to include major internal events, major external events, relevant Government agency meetings, internal Temporary Duty (TDY) schedules, holidays, organizational events, and other relevant matters of importance to DEVCOM organization as a whole.

The contractor shall support the execution of all Defense Travel System (DTS) Administrator functions, including coordinating, authorizations, vouchers processing and submission, preparing passport/visa documentation, and sustaining records for all personnel assigned to DEVCOM. The contractor shall provide Government Travel Card support for all personnel assigned to DEVCOM Headquarters once Government Travel Cards have been transferred to DEVCOM.

The contractor shall maintain an automated filing system in accordance with Army Records Information Management System and perform Unit Mail Clerk (UMC) duties and responsibilities in support of DEVCOM in accordance with AR 600-8-3, Para 2-5, Qualifications of civilian mail clerks, alternates, and mail orderlies.

#### **C.5.7 TASK 7 – EMERGENT PROJECT SUPPORT (OPTIONAL)**

Unpredictable world events demand that DEVCOM have the capability to maintain quick responsiveness to increased demands to support the warfighter and sustain national security.

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Accordingly, the contractor shall provide quick reaction support in response to emergent needs. This additional emergent as-needed support applies across Tasks 3 through 5 (Section F, Deliverable 50). DEVCOM Emergent Project Support options are expected to be exercised either concurrently with TOA or at any point in the TO period of performance with advance notification. It is also possible that none of the DEVCOM Emergent Project Support options will be exercised. Only the FEDSIM CO may authorize the contractor to perform services under this Optional Task.